

Executive Committee

24 January 2017



Pay Policy Statement

Relevant Wards

All

Portfolio Holder

Cllr David Chambers

Head of Service

Deputy Chief Executive - Andy Baldwin

Andy.baldwin@malvernhills.gov.uk

Contact Officer

As Above

(If you have any queries or questions about the content of this report, please speak to the portfolio holder or contact officer in advance of the meeting.)

1. Purpose and Summary

1.1 To review the Council's Pay Policy Statement and recommend to Council for adoption.

2. Recommendations

- i) Council be recommended to approve the Pay Policy Statement for 2017/18.
- ii) That Council formally appoints Meesha Patel as the Monitoring Officer for Malvern Hills with effect from 1 April 2017.

3. Background

3.1 Section 38(1) of the Localism Act 2011 requires local authorities to produce a pay policy statement which must be agreed annually by Council before the start of each new financial year.

3.2 The statement is designed to be a description of the current position, rather than creating new policies that vary staff terms and conditions.

3.3 The following matters must be included in the statutory pay policy statement:

- a local authority's policy on the level and elements of remuneration for each chief officer (i.e. Chief Executive and Heads of Service).
- a local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition)

- a local authority's policy on the relationship between the remuneration of its chief officers and other officers
 - a local authority's policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments, and transparency.
- 3.4 The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments.

4 Remuneration for Chief Officers

- 4.1 Remuneration for all chief officers is covered by nationally agreed terms and conditions. Chief officers are graded in accordance with the Hay evaluation scheme, relevant pay scales are attached at appendix A.
- 4.2 Any changes to these pay scales (outside of nationally agreed pay awards) or additional performance related payments would need to be agreed by the council as amendments to this pay policy.
- 4.3 Progress through the pay scales is determined by the annual performance appraisal of each chief officer. There are no additional performance related payments or bonuses paid to any council staff
- 4.4 Other pay and conditions including car mileage, subsistence, and any other expenses are covered by nationally agreed terms and conditions, except where local variations have been agreed. These apply equally to all chief officers as they do to any other members of staff employed by the Council.
- 4.5 Since December 2014 the post of Chief Executive has been a joint appointment. As the current post holder for employment purposes is employed by Wychavon District Council, please see their Pay Policy Statement for further details.
- 4.6 For elections, the Council appoints a Returning Officer, which in this case is the Chief Executive. Fees for district, county and parish council elections are set by Council and increased annually in line with the relevant national pay awards. Fees for Parliamentary, European elections and referenda are set nationally. This Council is reimbursed for all elections based fees apart from those relating to district elections. Details of the currently agreed fees for the Returning Officer role are attached at appendix B.
- 4.7 The actual remuneration paid to all chief officers and any member of staff earning in excess of £50,000 in the previous financial year can be found in the Annual Statement of Accounts approved by Council in September.

5 Remuneration of the Lowest Paid Employees & Pay Multiples

- 5.1 All staff below chief officer level at the council are paid on the National Joint Council (NJC) pay scales. The lowest spinal column point (SCP) payable at this council is SCP 6 which equates to £14,615 per annum. However no staff at MHDC are paid below SCP 10 which equates to £15,238. A full list of pay scales can be seen attached at appendix A.

5.2 Currently the total remuneration of any chief officer does not exceed a multiple of 10 times that of the lowest paid FTE employed by the authority

6 Other Information

6.1 The Council pays an employer contribution for all members of staff including chief officers into the Local Government Pension scheme. This amount expressed as a percentage of gross salary is set by the schemes actuary Mercers when the scheme is valued on a triennial basis. The rate payable by the Council in 2017/18 is 14.6%.

7 Monitoring Officer

7.1 The role of monitoring officer is a statutory post under section 5 of the Local Government & Housing Act 1989, as amended by schedule 5, paragraph 24 of the Local Government Act 2000.

7.2 The Council's monitoring officer, Ian Marshall retires at the end of the financial year. Meesha Patel is currently the deputy monitoring officer.

7.3 Recommendations contained within this report cover the appointment to the role of monitoring officer.

8 Implications and Impact:

How does it meet Council priorities?

N/A.

What are the financial / resource implications?

N/A

What are the Risks?

The strategic risks addressed in the implementation of the recommendations made are as follows:

Statutory requirement to approve a pay policy statement

9 Is a Diversity Impact Assessment Required?

No this is a statutory report.

Appendices –

Appendix A MHDC pay scales 2016/17

Appendix B Returning Officer Fees

Background Papers

Chief Executives National Salary Framework & Conditions of Service Handbook

Chief Officers Constitution Conditions of Service Salaries